

Employee Pension Reporting Spreadsheet for Non-ParishSOFT Payroll

For non-ParishSOFT payroll systems, your data is required to be submitted in the following spreadsheet columnar format and saved in a CSV format:

Column A: LastName, FirstName MI

Text format and needs to be in the identical format as above all in one cell.

Example: **Smith, John A**

Column B: 403(b) Employee Deduction – Traditional

Renamed field; formerly “Employee Deferral.” The calculated number format is two decimals. Note: this is the total of the month’s 403(b) collected from the employee.

Column C: 403(b) Employee Deduction – Roth

New employee deduction starting January 1. The calculated number format is two decimals. Note: this is a total of the month’s Roth collected from employee.

Column D: 403(b) Employer – Match

The calculated number format is two decimals. Note: this is a total of the match given to employee for their Traditional and Roth salary reduction, not to exceed 3% of the employee’s wages.

Column E: 403(b) Employer – Discretionary

The calculated number format is two decimals. Note: this is a total of the discretionary match. The current rate is 3%.

Column F: Total

This is the sum of columns B-E and is the amount that needs to be submitted to the diocese for the employee’s pension. You will need to enter the formula. The number format is two decimals.

Columns G & H – blank for possible future use.

Columns I and on - You may use the remaining columns for your own use.

A	B	C	D	E	F	G	H	I	J	K
LastName, FirstName MI	403(b) Employee Deduction - Trad	403(b) Employee Deduction	403(b) Employer -	403(b) Employer - Discreti	Total			Your columns can start here		